

**ACTION VERBS** -- Action verbs are used to enhance your resume and cover letter. These will help you increase the strength of your writing and make potential employers take notice of your accomplishments and skills!

## COMMUNICATIONS

|                  |              |             |            |             |
|------------------|--------------|-------------|------------|-------------|
| acted as liaison | corresponded | instructed  | negotiated | referred    |
| advised          | counseled    | interpreted | notified   | sold        |
| advocated        | demonstrated | interviewed | presented  | trained     |
| arbitrated       | displayed    | lectured    | promoted   | translated  |
| authored         | edited       | marketed    | publicized | wrote       |
| commented        | guided       | mediated    | published  | recommended |
| consulted        | informed     | moderated   |            |             |

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## ADMINISTRATION

|              |             |             |            |             |
|--------------|-------------|-------------|------------|-------------|
| administered | determined  | implemented | ordered    | regulated   |
| appointed    | directed    | initiated   | organized  | represented |
| arranged     | dispatched  | instituted  | overhauled | revamped    |
| completed    | dispensed   | issued      | oversaw    | reviewed    |
| conducted    | distributed | launched    | prescribed | routed      |
| consolidated | eliminated  | led         | presided   | supervised  |
| contracted   | executed    | managed     | provided   | supplied    |
| controlled   | founded     | motivated   | recruited  | terminated  |
| contributed  | governed    | obtained    | rectified  |             |
| delegated    | headed      | offered     | referred   |             |

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## PLANNING & DEVELOPMENT

|           |            |           |           |          |
|-----------|------------|-----------|-----------|----------|
| broadened | developed  | drafted   | initiated | planned  |
| created   | devised    | estimated | invented  | prepared |
| designed  | discovered | improved  | modified  | produced |

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## ANALYSIS

|            |                |            |              |            |
|------------|----------------|------------|--------------|------------|
| amplified  | computed       | evaluated  | identified   | solved     |
| analyzed   | detected       | examined   | investigated | studied    |
| calculated | diagnosed      | forecasted | programmed   | systemized |
| compiled   | differentiated | formulated | researched   | tested     |

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## FINANCIAL/RECORDS MANAGEMENT

|            |            |             |           |           |
|------------|------------|-------------|-----------|-----------|
| audited    | collected  | invested    | minimized | recorded  |
| allocated  | condensed  | inventoried | monitored | scheduled |
| balanced   | documented | listed      | processed | tallied   |
| catalogued | expedited  | logged      | procured  | traced    |
| charted    | guaranteed | maximized   | purchased | updated   |

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## MANUAL

|             |            |            |          |         |
|-------------|------------|------------|----------|---------|
| assembled   | delivered  | modernized | repaired | rewired |
| built       | installed  | navigated  | replaced | trimmed |
| constructed | maintained | operated   | restored |         |

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## GENERAL

|              |             |           |           |              |
|--------------|-------------|-----------|-----------|--------------|
| accomplished | contributed | increased | provided  | strengthened |
| achieved     | delivered   | initiated | served    | transformed  |
| expanded     | originated  | serviced  | performed | completed    |